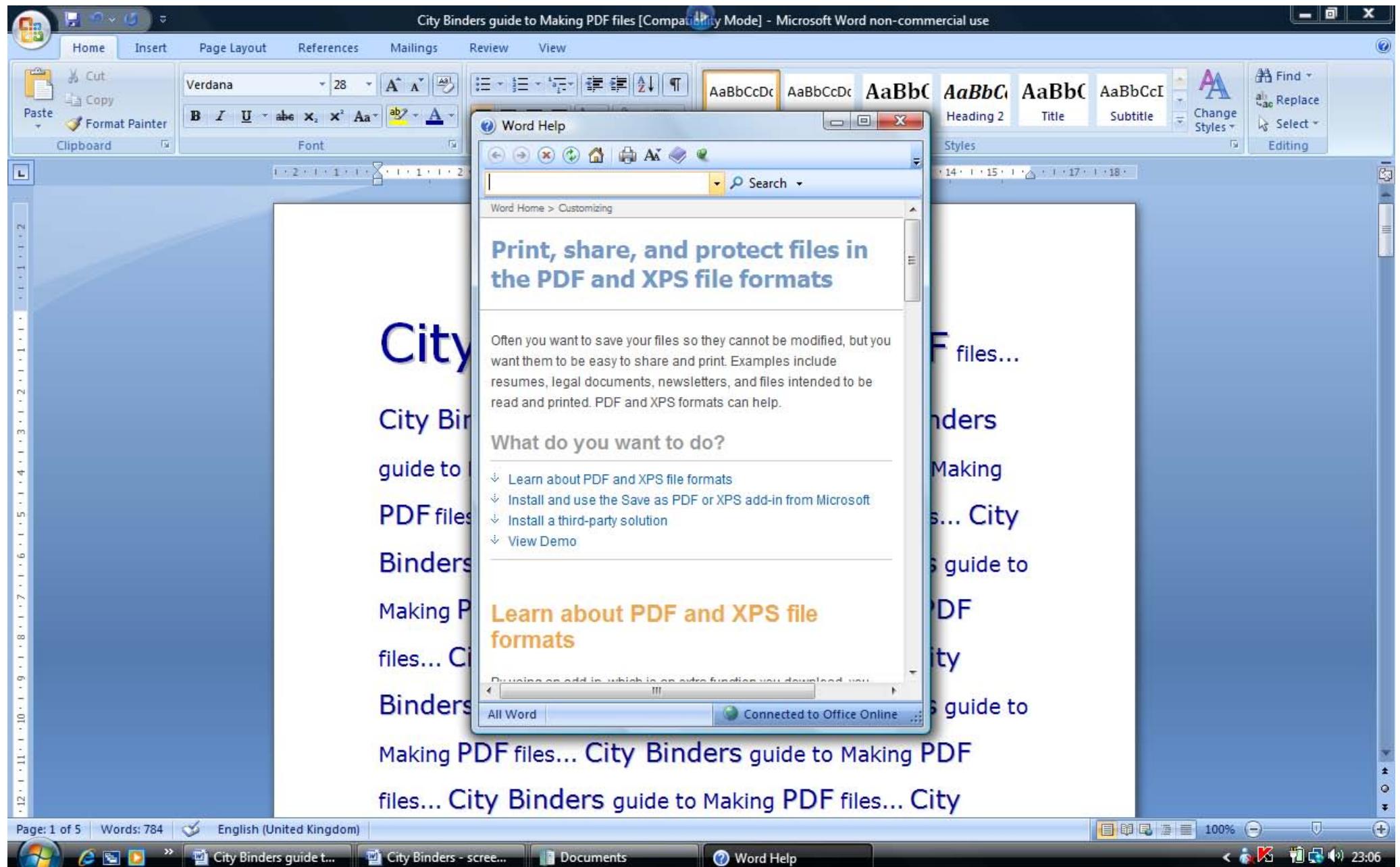


City Binders guide to Making PDF files [Compatibility Mode] - Microsoft Word non-commercial use

The screenshot shows the Microsoft Word 2007 interface. The ribbon is visible at the top, and the 'File' tab is selected. A context menu is open from the 'Save As' option in the 'Save' section of the ribbon. The menu is titled 'Save a copy of the document' and includes options like 'Word Document', 'Word Template', 'Word 97-2003 Document', 'Find add-ins for other file formats' (which is highlighted with a yellow background), and 'Other Formats'. The main document area contains several instances of the text 'Binders guide to Making PDF files... City'. The status bar at the bottom shows 'Page: 1 of 5 | Words: 784 | English (United Kingdom)' and the system tray shows the date and time as '23:05'.

On "Word 2007" there is a free PDF converter that requires downloading on the initial use.

Go to "Save AS" across To "Add-ins"



A dialog box opens-

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Cut Copy Paste Format Painter Clipboard

Font: Verdana 28 A A Aa Aa<sup>2</sup>

Paragraph: Normal No Spaci... Heading 1 Heading 2 Title Subtitle

Styles: AaBbCcDc AaBbCcDc AaBbCc AaBbCc Change Styles Find Replace Select Editing

Word Help

Word Home > Customizing

## Print, share, and protect files in the PDF and XPS file formats

Often you want to save your files so they cannot be modified, but you want them to be easy to share and print. Examples include resumes, legal documents, newsletters, and files intended to be read and printed. PDF and XPS formats can help.

### What do you want to do?

- Learn about PDF and XPS file formats
- Install and use the Save as PDF or XPS add-in from Microsoft
- Install a third-party solution
- View Demo

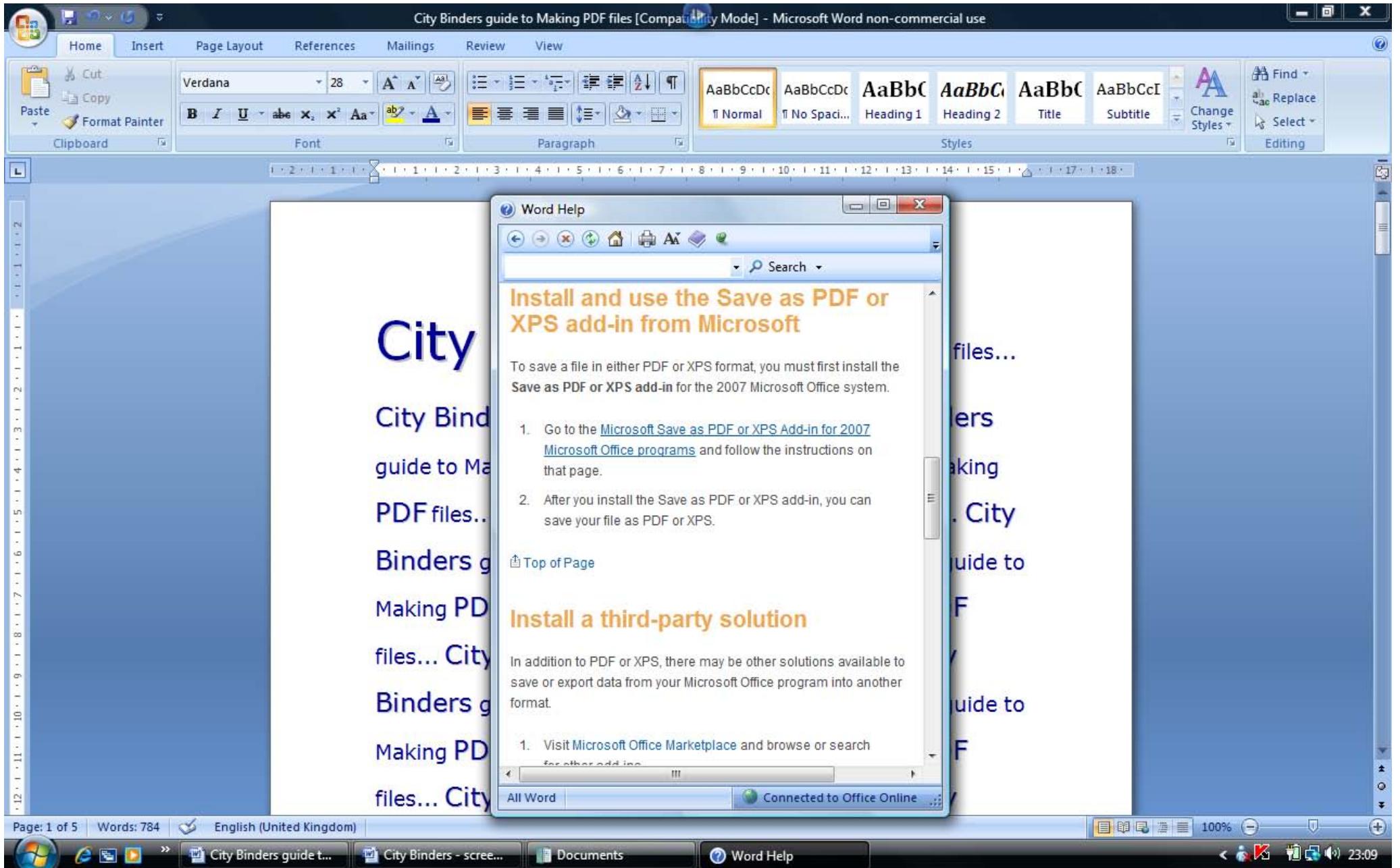
### Learn about PDF and XPS file formats

Using an add-in, which is an extra function you download, you can save your Microsoft Word document as a PDF or XPS file.

All Word Connected to Office Online

Page: 1 of 5 | Words: 784 | English (United Kingdom) | City Binders guide to Making PDF files... City Binders - screen... | Documents | Word Help | 100% | 23:07

- click on "Install and use the Save as PDF or XPS add-ins from Microsoft"



– click on “Microsoft Save as PDF or XPS add-ins for 2007”

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**2007 Microsoft Office Add-in: Microsoft Save as PDF or XPS**

**Brief Description**

This download allows you to export and save to the PDF and XPS formats in eight 2007 Microsoft Office programs. It also allows you to send as e-mail attachment in the PDF and XPS formats in a subset of these programs.

**On This Page**

- Quick Details
- System Requirements
- Related Resources
- Overview
- Instructions
- What Others Are Downloading

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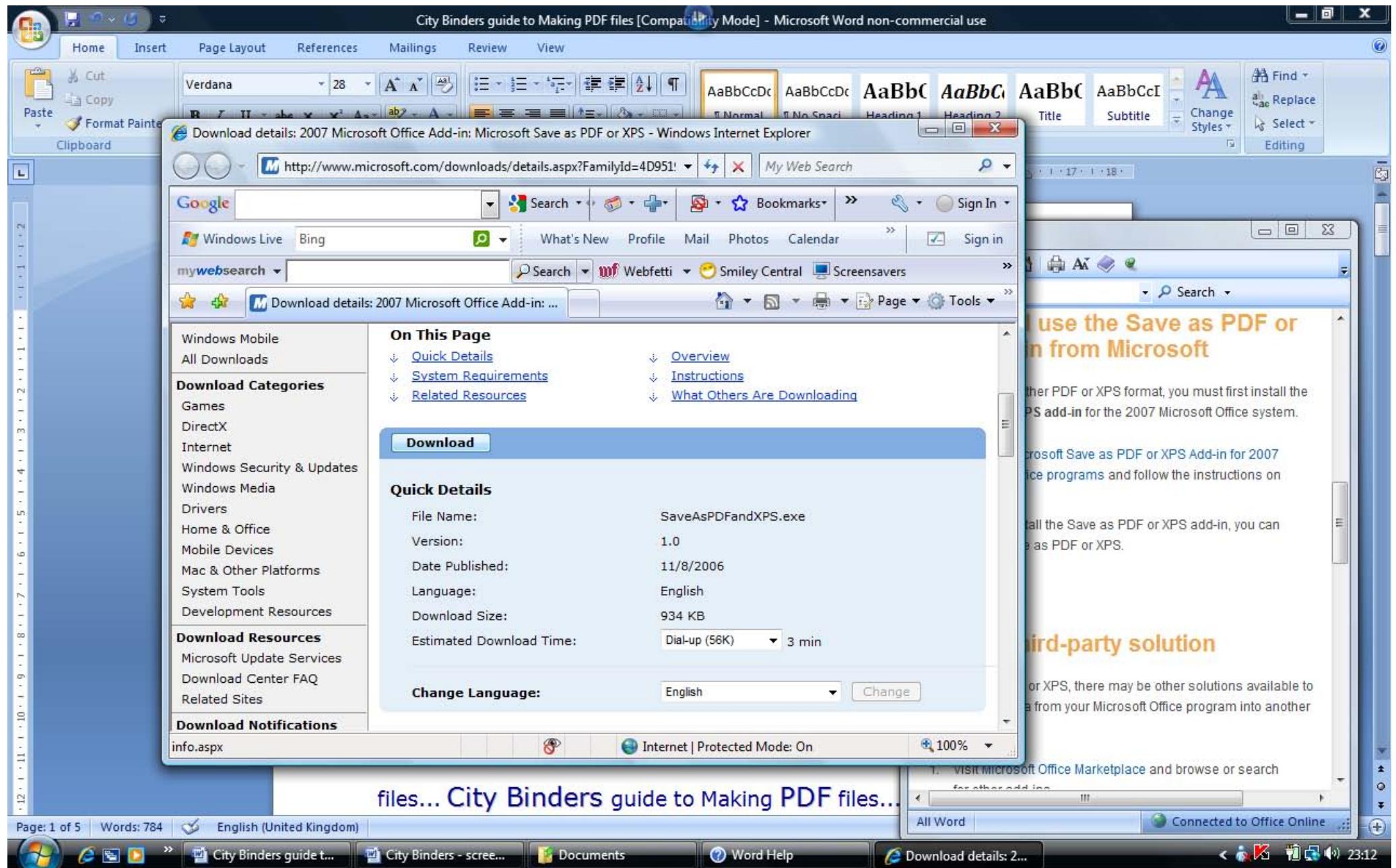
Page: 1 of 5 Words: 784

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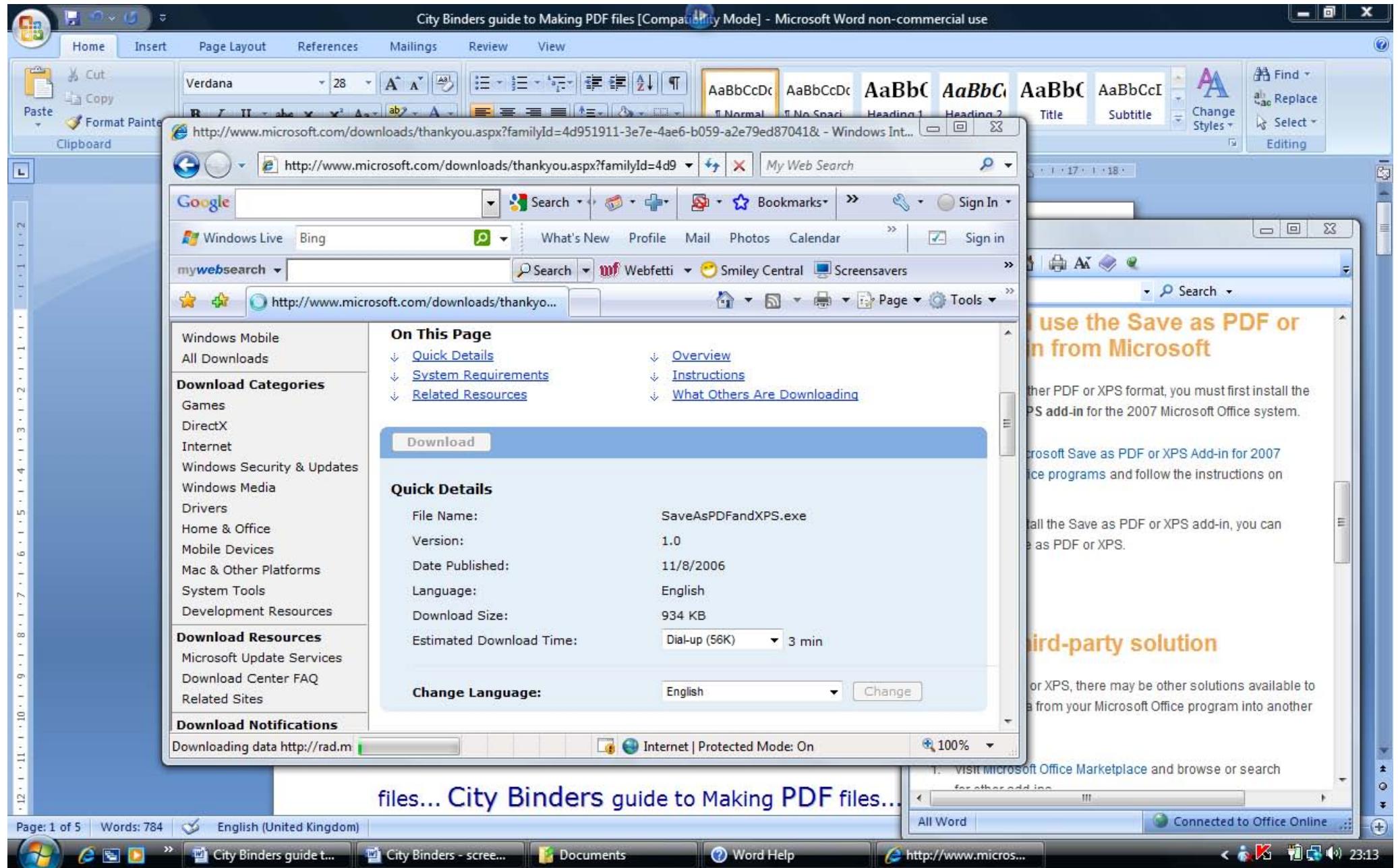
23:11

The screenshot shows a Microsoft Word application window with a toolbar at the top. A Microsoft Internet Explorer window is open within the Word interface, displaying the Microsoft Download Center page for the '2007 Microsoft Office Add-in: Microsoft Save as PDF or XPS'. The page includes a brief description, a 'Brief Description' section, and a 'On This Page' navigation menu. The Microsoft Word ribbon tabs (Home, Insert, Page Layout, etc.) are visible at the top of the main window. The taskbar at the bottom shows other open applications like Word Help and the Microsoft Office Marketplace.

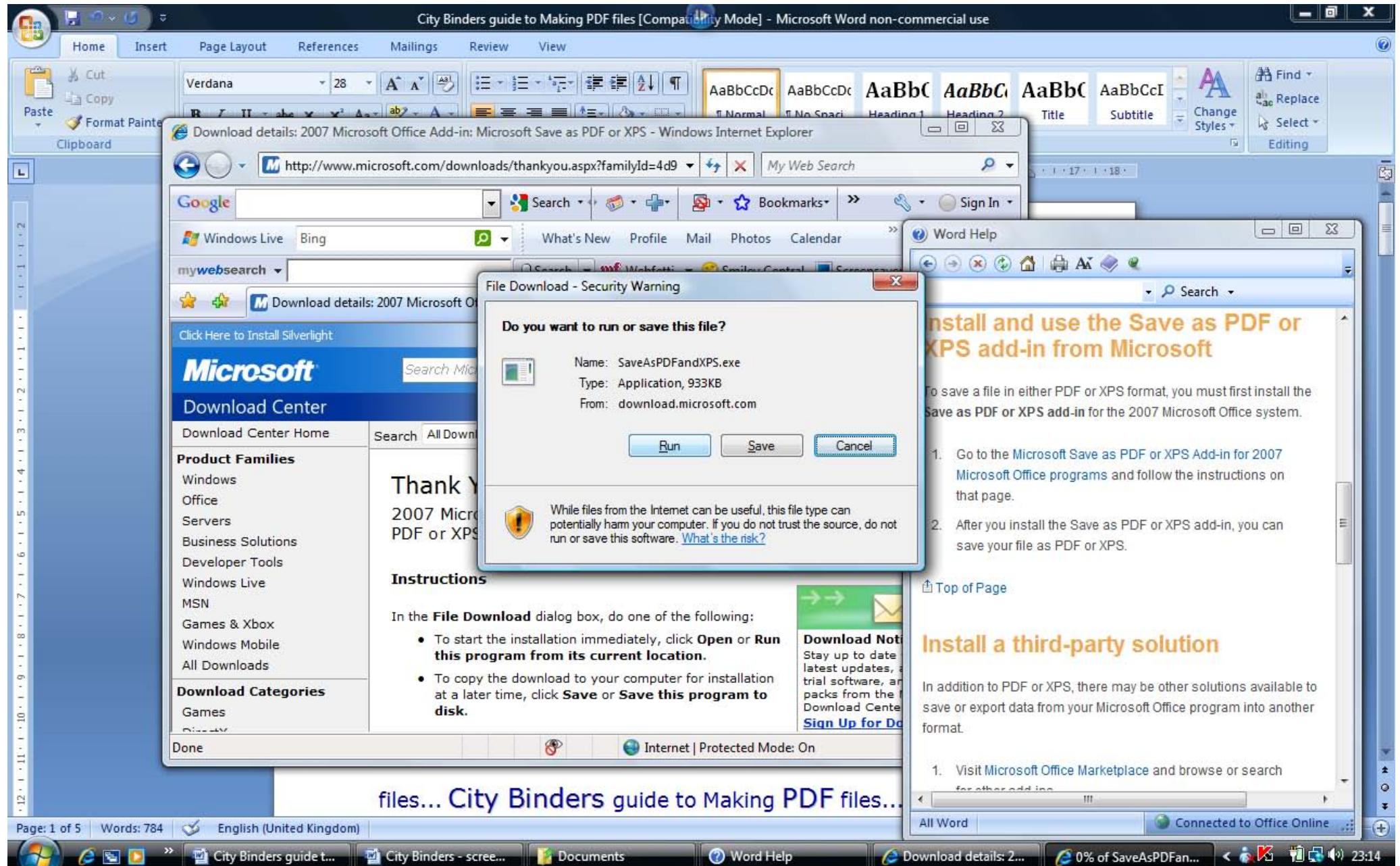
Scroll down to "DownLoad"



Click on – “Download”



Download begins



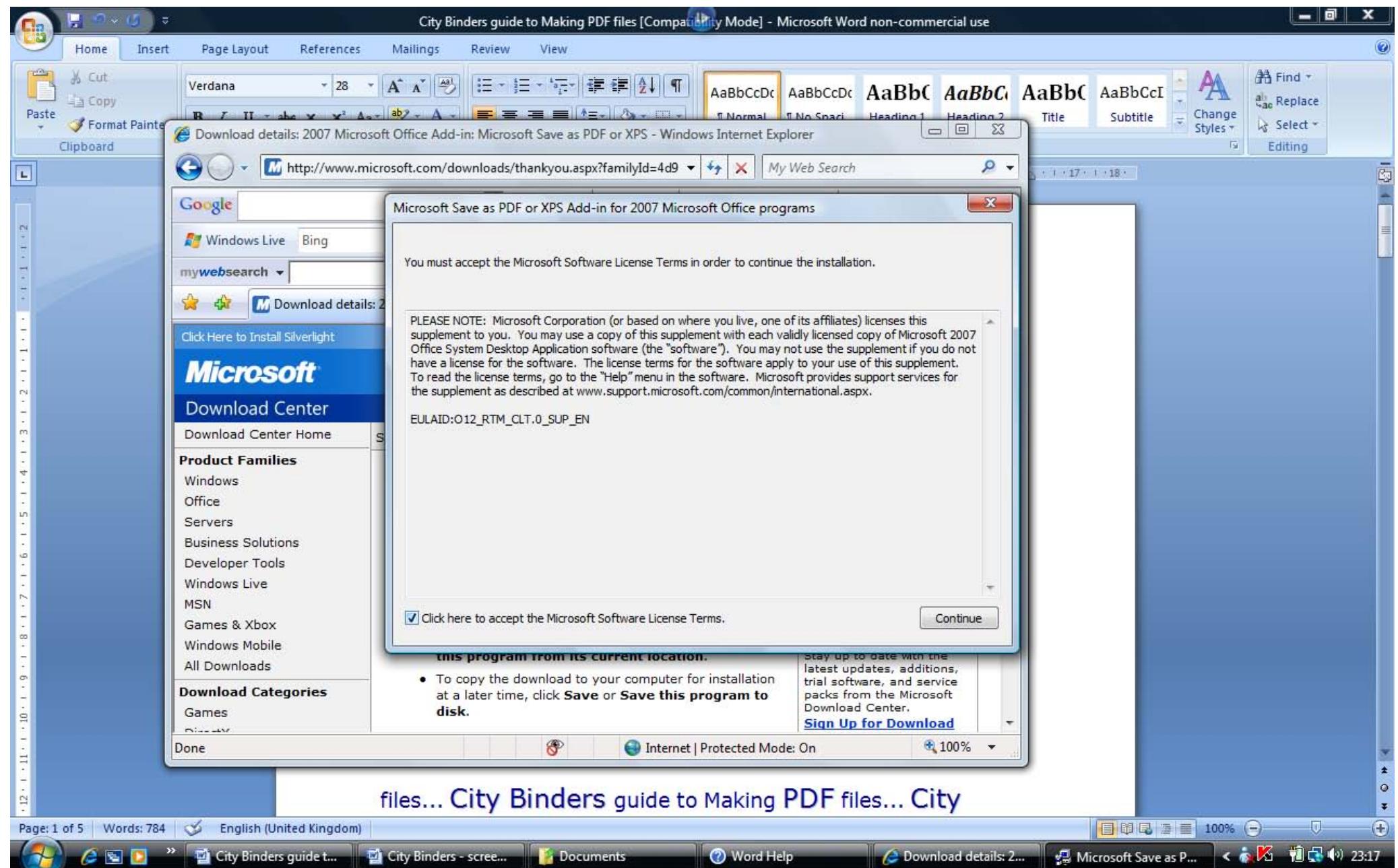
Wheb dialog box appears press “Run”

A screenshot of Microsoft Word 2007 interface. A download progress dialog box is centered over the main Word window. The dialog box title is "Verifying SaveAsPDFandXPS.exe from download.microsoft.com". It shows a progress bar at 878KB of 933KB copied, with an estimated time left of 1 sec. The download path is set to the Temporary Folder and the transfer rate is 260KB/Sec. There are three buttons at the bottom: Open, Open Folder, and Cancel. Behind the dialog box, the Microsoft Download Center website is visible, showing the "Save as PDF or XPS" add-in download page. To the right of the dialog box, a Microsoft Word Help window titled "Install and use the Save as PDF or XPS add-in from Microsoft" provides instructions for installing the add-in. The status bar at the bottom of the screen shows "Page: 1 of 5 Words: 784 English (United Kingdom) City Binders guide to Making PDF files...".

“Save as PDF” Files are being downloaded

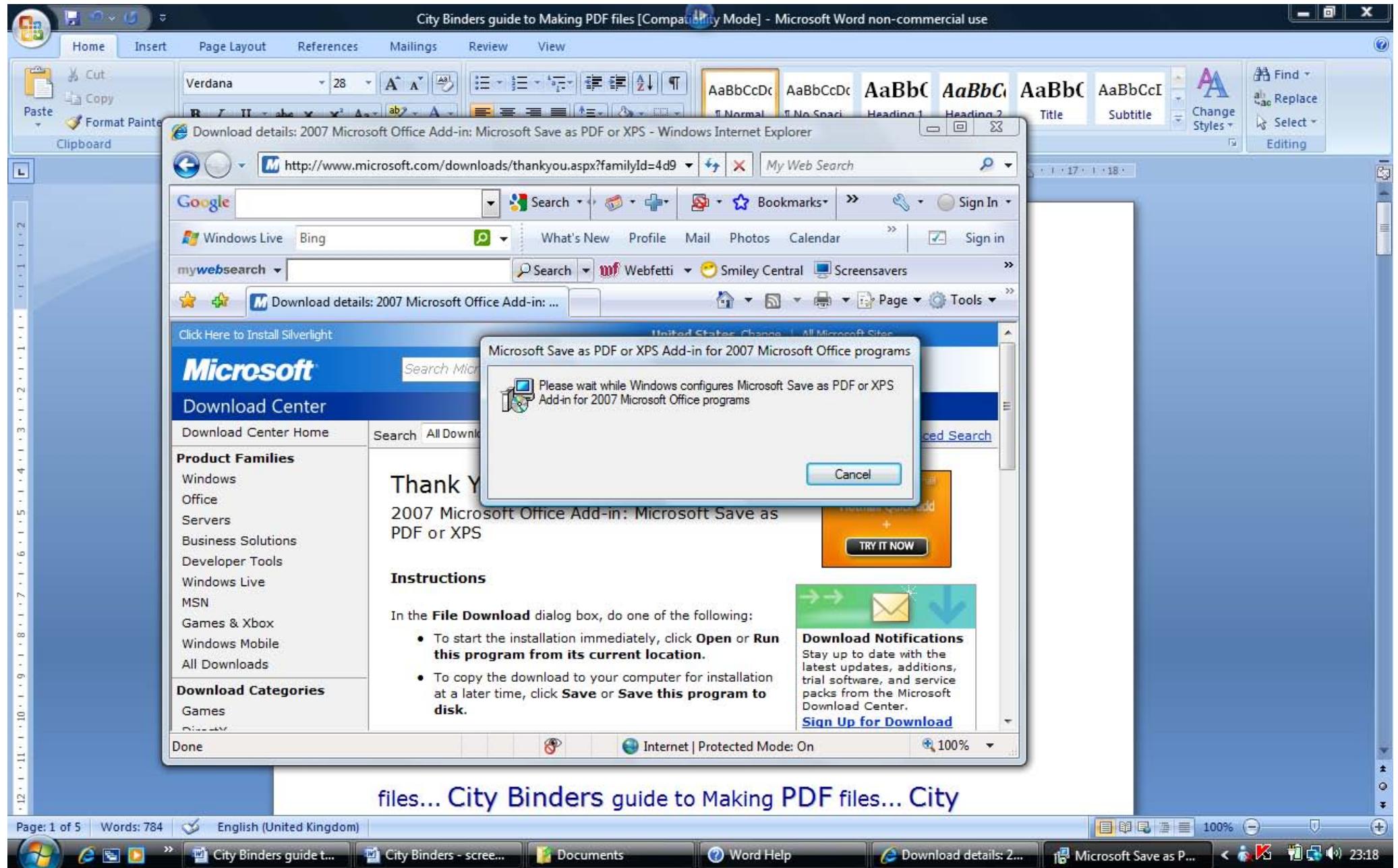
A screenshot of Microsoft Word 2007 interface. A download progress dialog box is overlaid on the screen, showing the download of 'SaveAsPDFandXPS.exe' from 'download.microsoft.com'. The progress bar is nearly full, indicating 878KB of 933KB copied, with an estimated time left of 1 second. The dialog box includes 'Open', 'Open Folder', and 'Cancel' buttons. In the background, a Microsoft Download Center page for the Save as PDF or XPS add-in is visible, along with a Microsoft Word Help window titled 'Install and use the Save as PDF or XPS add-in from Microsoft'.

“Save as PDF” Files are being downloaded

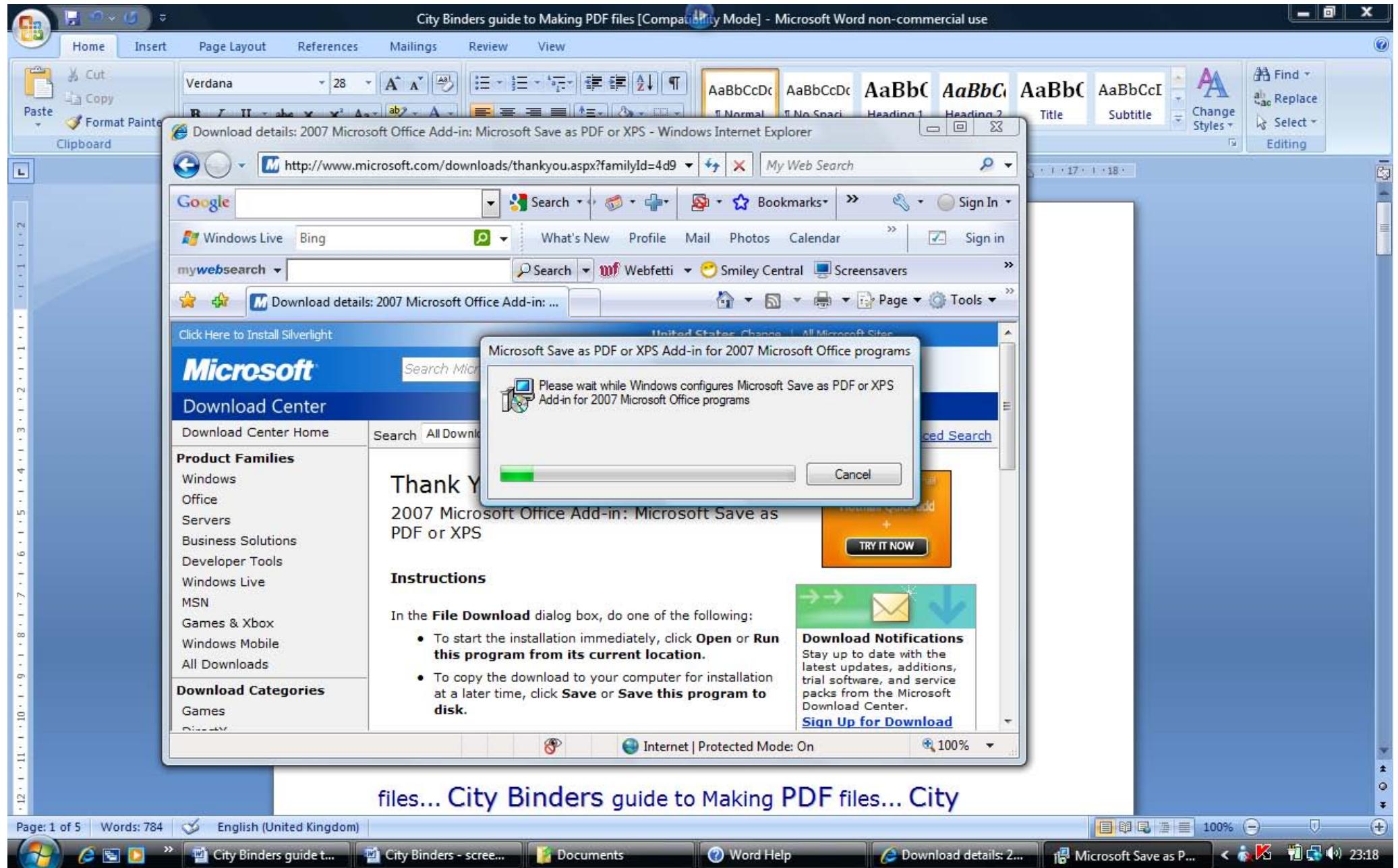


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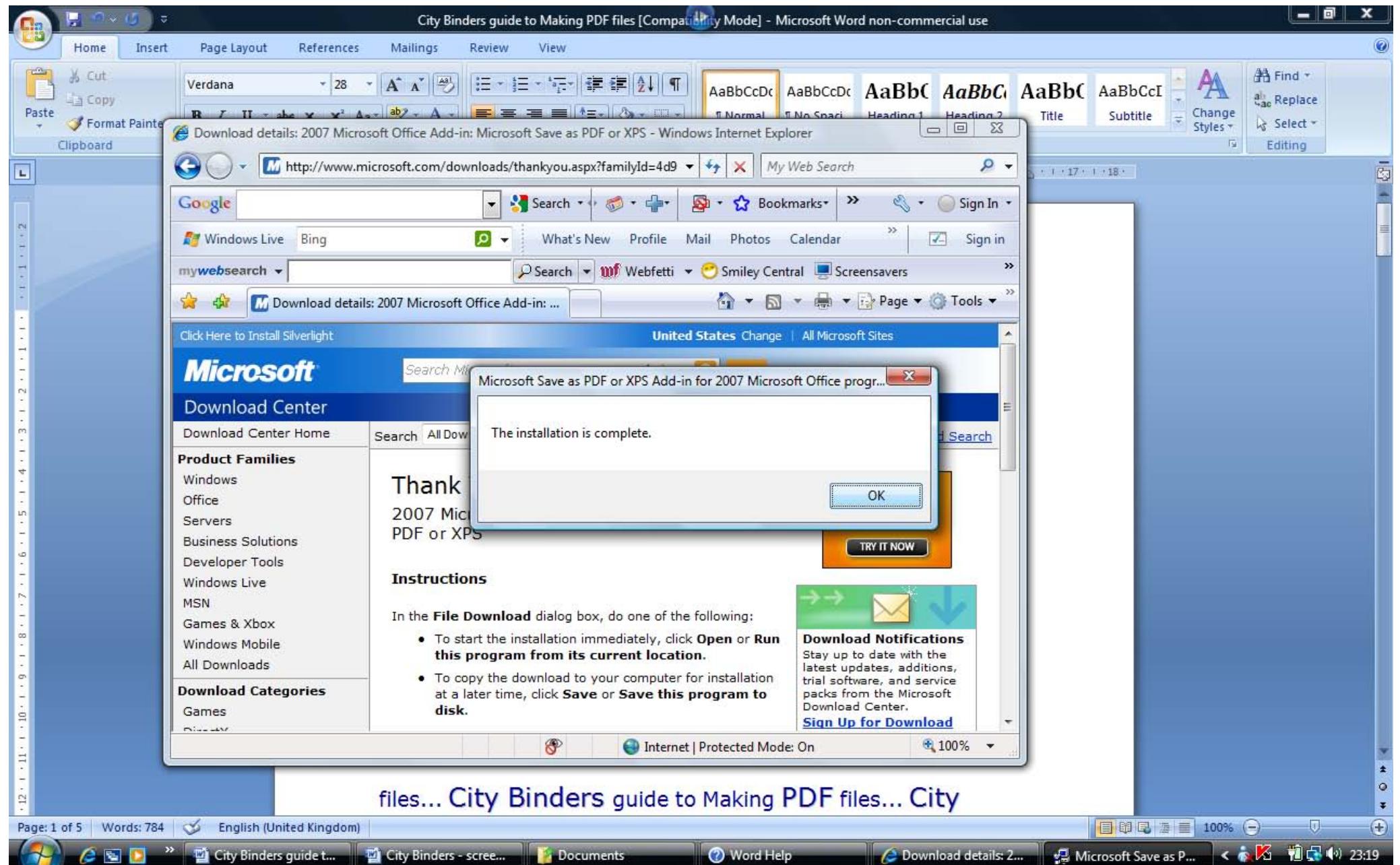
Press "Continue"



**“Save as PDF” file is saving**



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Press "OK"